

A Guide to Creating Senate Certificates



Designed by LPITS

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Overview of the Senate Certificate Process

The creation of Senate Certificate is two-part electronic process.

Part 1

Your Senate Certificate documents can be easily created in Microsoft Word 2007 utilizing the **Senate Certificate template**. Once the macros have created the Senate Certificate, you can customize the document by adding the additional commendation text, changing the font and/or font size if you desire.

Part 2

The 2nd part of the Senate Certificate Process requires that you send an e-mail message to **Certificates**. **Certificates** an Outlook e-mail account that is managed by the Senate Clerk's office. The Senate Clerk's office will print your certificate(s) and contact you when your certificate(s) are ready.

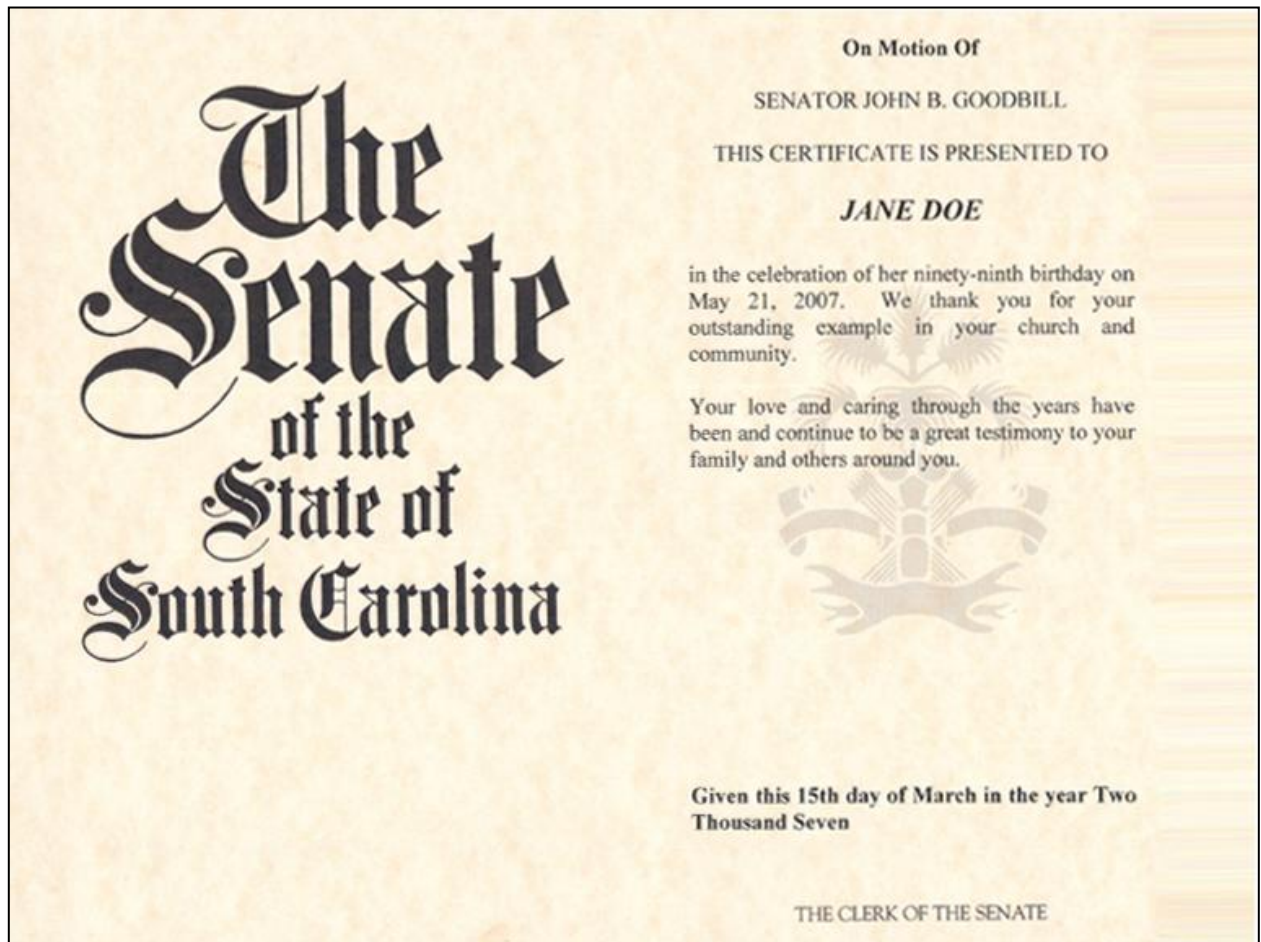
The Senate Certificate Template includes the following features:

- a custom Senate Certificate Toolbar that contains additional shortcut buttons.
- standard certificate formatting and text.
- several certificates can be created within the same document, if desired.

Successful completion of the instructions in this hand-out will produce a Senate Certificate similar to the illustration on the next page.

**Deviation from the Senate Certificate creation instructions
will cause delays in the printing of your Senate Certificates.**

Illustration 1.0 - Sample Senate Certificate Printed by the Senate Clerk's Office



Creating a Senate Certificate

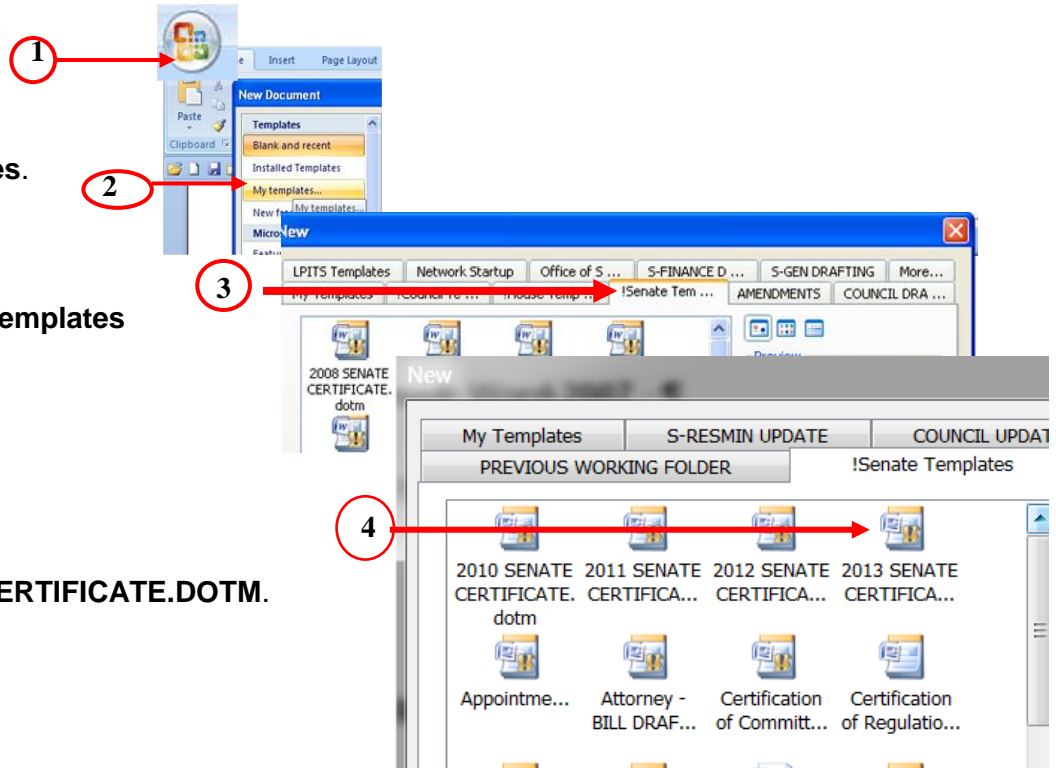
Open **Microsoft Word**.

1. Click the **Office** button. Click **New**

2. Click **My Templates**.

3. Click the **Senate Templates** tab

4. **Double-click**
2013 SENATE CERTIFICATE.DOTM.



5. *The Senate Certificate Required Information menu will appear.*

6. Type the required information for each field. Click OK when done.

- Do not type the title “Senator”. Macros will automatically add the title for you.
- The Senate Certificate recipient’s name will be automatically CAPITALIZED for you by the macros.

The following **Additional Instructions Information Box** will appear.

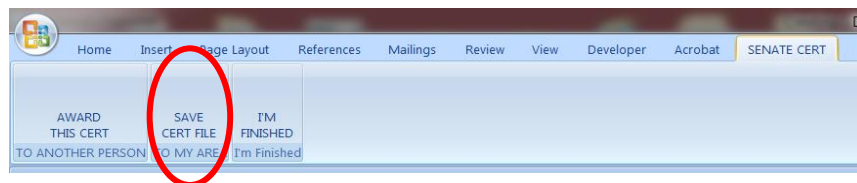
7. Review instructions - Click **OK**.

Guidelines for Creating for Editing Senate Certificates

- Your document will contain an Senate Certificate “shell” that contains the information that you entered on the Senate Certificate Required information menu.
- Your cursor will be positioned at the correct location in the certificate document for you to begin typing additional certificate commendation text.
- Space is limited on the certificate form. Try to be conservative in composing your certificate commendation text.
- Your individual certificates CANNOT BE MORE THAN ONE (1) PAGE in length.
- You may copy and paste text from any other Word document (or previously created Senate Certificate) into your current certificate document. Refer to the instructions in this handout about *Creating a Senate Certificate - Using the Text from a Previously Created Certificate*.

Refer to the instructions in this hand-out on Creating Multiple Certificates in the Same Document, if you need to create more than one Senate certificate in the same document.

- a. **SAVE** your certificate document to a folder on Network Drive L:\
- b. Click the **SAVE CERT FILE** button on the **SENATE CERT** tab.

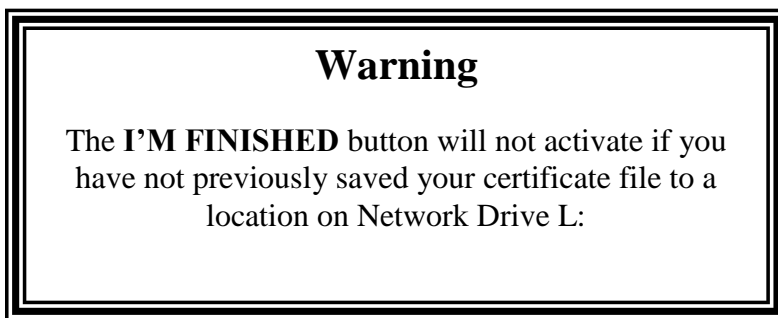


- c. LPITS recommends that give your certificate document a meaningful file name.
- d. Proof your certificate text
- e. Make any desired font and/or formatting changes
- f. Run **Spell Check**
- g. **Re-save** your certificate

If you need to **create more than one certificate** in the same document, please instructions in this document called: *Creating Multiple Certificates in the Same Document*.

Finishing Your Senate Certificate

1. Click the **Senate Cert** tab.
2. Click the **I'm Finished!** button



A Confirmation/Information Box will appear.

A confirmation dialog box titled 'TO FINISH - TYPE and/or CONFIRM REQUESTED INFORMATION AND CLICK OK'. It contains three input fields: 'Your Senator's last name is:' with the value 'Jones', 'Type filename for Senate Clerks Office use' with the value 'Jane Doe Award', and 'How many certificates are there in this document?' with the value '2'. Below these fields is a light blue banner that says 'Verify all fields before clicking OK'. At the bottom are three buttons: 'Cancel', 'Clear all fields', and 'OK'. A small note below the filename field says 'You may use the filename above or type a new file name.'

3. Confirm your **Senator's Last Name**
4. **Confirm** your **current file name** or you may type a different file name (for use by The Senate Clerk's Office).
5. **Make note of the file name that you confirm on this Information Box. This file name should be referenced when you send an e-mail request to print your certificates to the Senate Clerk's Office.**
6. Type **number** of certificates in your document
7. Verify your **information**.

When you click OK:

- A. Your Senate Certificate document will be placed in a folder on the Network that is only accessible by the Senate Clerk's Office**
- B. Your Senate Certificate document will be automatically closed.**

8. **Click OK.**

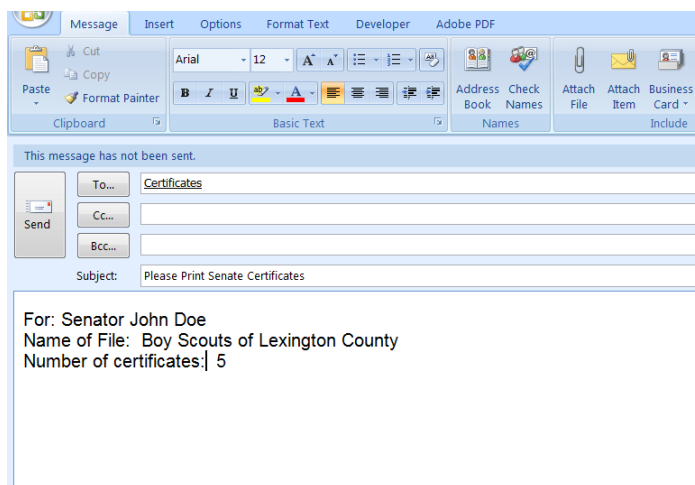
E-mailing Your Senate Certificate

1. Active **Outlook** (e-mail).
2. Create a new e-mail message.
3. Type **Certificates** in the **To:** field.

Do Not Send the e-mail message to

**BETTY nor ANN
nor to B&A.**

4. In your e-mail message box, type a brief message that contains:
 - The name of the Senator the certificate was created for.
 - The name of your Senate Certificate document (*referenced in step 4 on previous page*).
 - The number of certificates in your document.



When the Senate Clerk's office receives your e-mail message, your certificates will be printed.

5. Click the **Send** button.

Deviation from the Senate Certificate creation instructions will cause delays in the printing of your Senate Certificates.

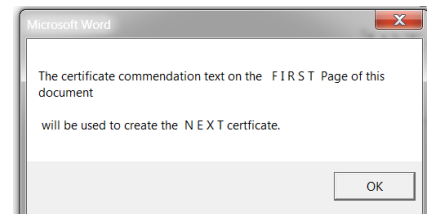
Creating Multiple Certificates in the Same Document

You can create an unlimited number of duplicate certificates in the same document. This process works very well for those times when you have to create Senate Certificates for all members of a football team, basketball team, or a Boy/Girl Scout troop. The macro process will copy the certificate **commendation text from page 1** of your certificate document to a subsequent page in the same document.

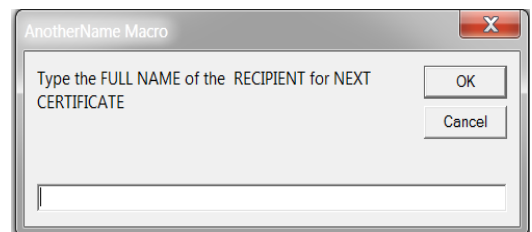
1. Click the **Senate Cert** tab.
2. Click on the **Award This Cert To Another Person** button.



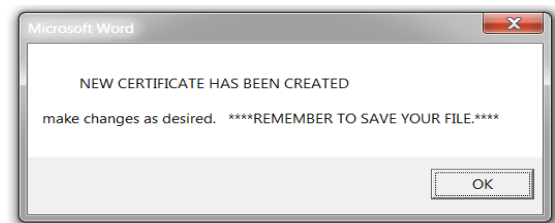
3. A message box will confirm that the macros will copy the first page of your document. Click **OK**.



4. Type the **FULL NAME** of the next recipient in the next dialog box. Click **OK**



5. Click **OK** on the confirmation box.



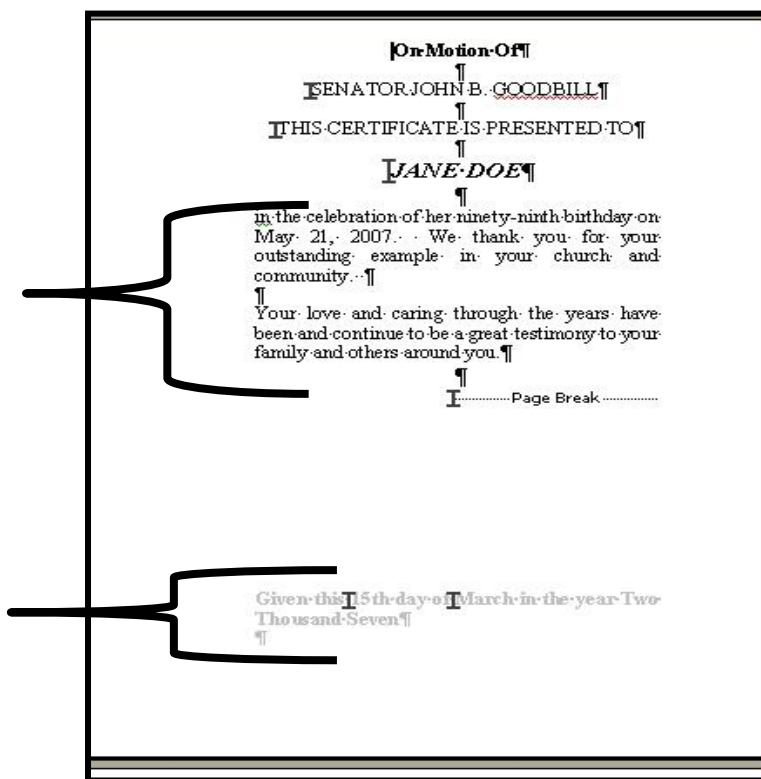
6. You'll be positioned on the new certificate page.
7. **Save** your file.
8. Follow the "**Finishing Your Certificate**" instructions **on page 7**

Creating a Senate Certificate - Using the Text from a Previously Created Certificate

Text from previously created Senate Certificates can easily be pasted in your new Senate certificate documents. ***Do not attempt to re-use previously created certificates. Doing so will delay the printing of your certificate(s) by the Senate Clerk's office.***

1. Follow the directions for Creating a Senate Certificate - in this guide.
2. **Save** your certificate document
3. Open a previously created Senate Certificate document.

4. **Select Only the Certificate Commendation text**




5. **DO NOT SELECT** the presentation date text.

6. Click **Copy**

7. Switch back to the **newly created Senate Certificate** shell document.
8. Click to anchor cursor at the location in that document where the new text is to be placed.
9. Click **Paste**
10. Make necessary editions to the commendation text.
11. **Save** your file.
12. Follow the “Finishing Your Certificate” instructions **on page 7**.

How to Create a Folder For Your Senate Certificates

1. Click the **Start Button** (lower left corner) 
2. Select **Computer** (from the right column).
A list of all your computer and network drives will appear.
3. Double-click **Drive L:**
4. Double-click on **your groupname** folder (i.e. S-Educ, S-Agri, G-612)
5. Press the **Alt key** to display the Menu Bar.
- 6.
7. Click **File > New > Folder**
8. Type **the name of the new folder** - *something like* "Senate Certificates"
9. Press **Enter**
10. **Close** the **Computer** dialog box.